United States Department of Agriculture
Research, Education, and Economics

ARS ☐ ERS ☐ NASS ☐ NIFA

Bulletin

Title: REE Issuance Review Process

Number: 16-010.v.3

Date: March 17, 2016

Originating Office: Office of the Chief Information Officer, ARS

This Replaces: Bulletin 11-004, dated 5/4/2011, Bulletin 12-010, dated 12/02/2012.

Distribution: REE Employees

The REE Issuance review process now includes a new form, REE-30, titled "REE Originator Checklist."

This bulletin provides updates to reflect the Organizational change to the Business Service Centers and the new numbering system for REE Issuances which now includes assigned numbers for the Office of the Administrator (OA), Deputy Administrator, Administrative Financial Management (DAAFM), and Office of Outreach, Diversity, and Equal Opportunity (ODEO). The issuance identifies a new process for reviewing, commenting, and approving REE Issuances via Outlook e-mail. This process will be done with the use of e-mail rather than hard-copy routing of a document which caused major delays in the routing process.

The numbering process for issuances is based on Departmental guidelines.

1. Purpose

This bulletin identifies a new process for reviewing, commenting, and approving Research Education and Economics (REE) Issuances via Outlook e-mail and assigned numbers for the Office of the Administrator (OA), Deputy Administrator, Agriculture Financial Management (DAAFM), and the Office of Outreach, Diversity, and Equal Opportunity (ODEO). The numbers are assigned based on Departmental rules and guidelines.

2. Background

The issuance review process has previously been done through hard-copy routing of draft issuances. This routing process led to delays. An automated process for routing draft issuances is planned for future deployment. In the interim, the following process should be followed for routing issuances through the approval process.

3. Policy

All issuances created for distribution to any/or all REE agencies will follow the procedures and guidelines presented in the Policy and Procedure (P&P) 010, titled "Issuance Reviews." To facilitate the review process, all issuances will be circulated using Outlook e-mail. A final approval will be circulated through priority mail. Each originator should establish a realistic deadline date for clearance action (generally not to exceed 10 workdays for Policy and Procedures (P&Ps) and 5 workdays per clearance office for Bulletins **(DO NOT INCLUDE MAIL TIME).** For P&Ps and Manuals, the originating office may need to allow 10-20 days or longer depending on the complexity of the subject matter.

4. Roles and Responsibilities

The Agricultural Research Service (ARS) Office of the Chief Information Officer (OCIO) is responsible for the Issuance Review Program. The REE Issuance Manager oversees and maintains the day-to-day operation of the program. The principal roles and responsibilities are as follows:

4.1 Division Director
- Assigns the development or update of an issuance to a staff member.
- Reviews the draft(s) and final versions of issuance(s).
- Has signature authority to authorize the issuance for posting on REE issuance Web site.
- Provides his/her designee the authority to authorize the issuance for posting on REE issuance Web site.

4.2 Originator
- Person assigned to create/update an issuance.
- Gathers information to write the issuance.
- Obtains information from Subject Matter Experts (SMEs) and Peers.

- Attaches the draft issuance to an e-mail requesting reviewers to comment and send comments back to originator via e-mail.
- Tracks responses from reviewers and sets review time parameters.
- Submits final version of issuance to Division Director for approval and signature.

4.3 Peer Reviewers
- Reviews the draft issuance for format, style, and grammar.

4.4 Subject Matter Experts (SMEs)
- SMEs are staff members or appropriate personnel who are well-informed on the subject matter of the issuance. They are asked to review an issuance for accuracy.

4.5 Agency Administrator or Designee
- Approves the final issuance by signing a paper copy of the document.

4.6 Issuance Manager
- Responsible for guiding all issuances through the issuance review process.
- Assigns numbers to all issuances based on the Department of Agriculture (USDA) guidelines.
- Has issuances posted on the REE Issuances Web site.
- Sends e-mail to the appropriate personnel to announce the posting of the issuance.

4.7 Management Reviewers
- Deputy Directors, Division Directors, Office Directors, and reviewers for Economic Research Service (ERS), the National Agricultural Statistics Service (NASS), and the National Institute of Food and Agriculture (NIFA) are considered Management Reviewers.
- Comment and/or edit the draft issuance.
- Approve or reject final version of issuance.

5.   Authorities

USDA Departmental Regulation 0100-001, titled "Departmental Directives System," dated September 16, 2011. The directive can be reviewed via the following URL: www.ocio.usda.gov under "Find Policies and Directives."

6.   Procedures

All issuances will be distributed using Outlook e-mail. No hard copies will be accepted for review. The originator will track, send, and receive comments from the reviewers. The time frame for reviewing P&Ps will be 10 working days, and Bulletin reviews will be 5 working days. Once the issuance has been finalized, the originator will get the issuance manually signed by the approver and submitted to the Issuances Review Manager for posting to the Web site.

Minor revisions to Bulletins and P&Ps only require approval of the Division/Office Manager. Minor revisions include:

- Updating office names/acronyms.
- Extending dates of coverage.
- Updates reflecting organizational changes.
- Changes that do not alter the intent of the issuance.

Major changes to Bulletins and P&P and require review, comment, and approval will do the following:
- Requires the review process again (the review process may take several reviews until finalized)
- Provide a one- or two-sentence summary of the changes to the issuance, to be included in summary box located on the front cover page of the issuance.
- For those who wish to provide a detailed table of revisions, it shall be provided as a separate attachment. In addition, the above summary shall include language referencing the attachment for those who wish to review it.
- Approval from appropriate Senior Management Staff

7.   Forms

Form REE-30, titled "REE Originator Issuance Checklist," provides the originating office with 16 questions that must be answered prior to final approval by the Division Director and posting to the REE Administrative Issuance Web site. For example: Is this a new or revised issuance? Does this issuance cite authorities (Departmental laws, rules, regulations, Executive Orders, et cetera)? If so, are the citations current and correct? **Form REE-30 must be filled out and failure to do so may delay the processing of the issuance.**

If you have any questions regarding the forms or the REE Administrative Issuance Web site, please feel free to contact Jacqueline M. Sharp-Hendrix, REE Issuance Manager, via telephone at 301-504-1065 or via e-mail at Jackie.Sharp@ars.usda.gov.

___/sd/_____   ___March 17, 2016_____
Paul R. Gibson   Date
Chief Information Officer, ARS

Appendix 1 - Guideline to Numbering All Agency Specific P&Ps, Manuals, and Bulletins

Series	Assigned Division	Subject Area
00-50	Office of the Chief Information Officer (OCIO)	Information technology for ARS, LAN technology, Infrastructure, Web-based technology, Systems development and support, E-mail system, Cyber-security, Telecommunications.
51-81	Office of the Administrator (OA) and Deputy Administrator for Administrative and Financial Management (DAAFM)	Public Information Management such as committee management, information programs, delegations of authority, organizations, correspondence management and other similarly related programs.
82-102	Office of Outreach, Diversity, and Equal Opportunity (ODEO)	Programs to provide both proactive and preventative dispute resolution services to all REE Mission Area employees.
103-150	Information Staff (IS)	Correspondence and related papers pertaining to public affairs functions, including responses to public inquiries, the preparation of publications containing program information, the clearance of publications and audiovisual materials for issuance and distribution, and the promotion of program activities.
151-199	Facilities Division (FD)	Programs handling safety, health, construction, environmental, real property, facility engineering, contracting, and space management.
200-299	Acquisition and Property Division (APD)	Programs related to acquisitions, procurement, supplies, personal property, and contracting interfaces.
300-399	Financial Management Division (FMD)	Programs supporting Appropriation Level Management of treasury and financial management, maintains Travel and Relocation initiatives relating to traveler concerns, and provides training in addition to supporting FMMI financial interface systems such as ARMPS, SAMS, CAM, CATS, NFC, ALPS, and HYPERION.
400-499	Human Resource Division (HRD)	Initiatives regarding human resource operational and policy support in areas of position classification and position management; recruitment and merit promotion; employee benefits; pay and leave; performance management and employee recognition; employee and labor relations; employee development; quality of work-life.

500-599	REE Agency Programs	Programs not requiring separate series and support functions such as Delegations of Authority, Homeland Security, and program planning.
600-699	Agency Programs – Research and Correspondence Management (ARS, OIRP, ONP, OTT)	Programs such as Office of National Programs not requiring separate series and support functions such as program planning, redirection, projects and other related initiatives. Administrative management of correspondence for REE.
700-799	Extramural Agreements Division (EAD)	Administrative management of grants, cooperative agreements, other extramural agreements and memoranda of understanding.

REE Originator Issuance Checklist

This checklist must be completed by the originating office and included with the final processing of Agency (ARS) and REE Issuances.

	Originator Questions	**Type of Issuance**	**Yes**	**No**
1	Is this a New or Revised Issuance?	New Issuance Revised Issuance		
2	Has the Division Director approved creating/originating/implementing this issuance?			
3	Did the originating office retrieve issuance templates from REE Administrative Issuance Web site?			
4	Has the Issuance Manager assigned a number to this issuance?			
5	Does the issuance cite authorities or have any impact on Labor laws, Departmental laws, Rules, Regulations, Executive Orders, Records Management, FOIA issues, etc.? If so, are the citations correct? **Note:** *The Office of the General Counsel prefers citing U.S. Code rather than Public Law.* **Human Resource Division - Employee Relations Branch will assist with these matters.**			
6	Are the responsibilities clearly identified for the Agency and staff officials who are responsible for implementing this issuance?			
7	Are the appendices, definitions, and glossaries consistent within the issuance?			
8	Are all the acronyms spelled out the first time they are used? Does the acronym immediately follow in parentheses if you intend to use the word again in the issuance? [e.g., Microsoft (MS)] Did you run grammar/spell check on the issuance?			
9	Has the Originator used guidance from the ARS Correspondence Manual and the GPO Style Manual for grammar and spelling - Example: **Numbers *(numbers 1 thru 9 are to be spelled out, numbers 10 and above are figures only) ARS Correspondence Manual Page 10-6)***			
10	Have you included all necessary organizations that should be involved in the review and clearance of this issuance?			
11	Is it clear which existing issuances this one supersedes or replaces?			
12	Has the issuance been reviewed through an internal review process (e.g., co-workers, team leaders, etc.)?			
13	Have Subject Matter Experts (SMEs) reviewed the issuance inside and outside the Agency (ERS, NASS, and NIFA), if it is a REE issuance?			
14	Is the issuance geared to a specific group? If so, is the group identified in Outlook? If not, has originator provided appropriate names to the Issuance Manager for distribution?			
15	If this is an issuance to be signed by the ARS Administrator, has the issuance been sent to the Correspondence Management Unit for review and tracking?			
16	Has the Division Director reviewed the issuance prior to finalization?			

Comments:

Name and Title	Signature	Date

If this checklist is incomplete, the issuance cannot be processed and will be returned to the originating office. **If you have any questions, please contact the REE Issuance Manager.**